

MINNESOTA DISTRICT COURT Third Judicial District	
JUDICIAL LAW CLERK Honorable Larry M. Collins	
DEPARTMENT/LOCATION Third Judicial District Waseca County Courthouse Waseca, MN	HOURS OF WORK Full Time Monday through Friday 8:00 a.m. – 4:30 p.m.

The Honorable Larry M. Collins, who is chambered in the Waseca County Courthouse in Waseca, Minnesota, is seeking a qualified person to fill a **Full-Time, Judicial Law Clerk** position. This reporting location for this position will primarily be in Waseca County, but the successful candidate will also be reporting to the Judges in Rice and Steele Counties as needed.

DESCRIPTION: Judicial Law Clerks work directly with a District Court Judge or Judges and perform legal research and draft memoranda providing appropriate written or oral suggestions or recommendations to the judge. Law Clerks prepare appropriate orders, findings of fact and conclusions of law for the judge, and edit work product according to judge's directions. Law Clerks get involved and gain experience in all areas of the practice. In addition, Law Clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

MINIMUM QUALIFICATIONS: Graduate of an accredited law school. The candidate should be highly motivated, possess solid, demonstrated academic credentials and strong research, analytical and writing skills. Computer literacy is important

SALARY RANGE: \$20.43 per hour (\$42,664 annually) plus State benefit package.

APPLICATION DEADLINE: Open Until Filled – Review will begin immediately

TO APPLY: Send the application form, resume, transcript, and brief writing sample to the address below. To obtain an application form, download from www.courts.state.mn.us or call 507-529-6139.

**Hon. Larry Collins
Waseca County Courthouse
307 N. State St.
Waseca, MN 56093**

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